

BUYER II

GRADE

GENERAL DESCRIPTION

Performs routine journey level purchasing work Work involves purchasing commodities equipment and services Works under moderate supervision with limited latitude for the use of initiative and independent judgment

EXAMPLES OF WORK PERFORMED

Requisitions and orders merchandise supplies and equipment including initiating and approving emergency purchases

Prepares reviews and tracks purchase orders

Prepares and reviews bid specifications

Reviews and codes bids to determine lowest and best bids

Audits invoices and checks for accuracy receipt of material and compliance with purchase orders

Distributes bid invitations to vendors

Maintains files and records

Processes receipts of purchases

Assists with emergency purchases

Assists with determining operational minimum and maximum inventory levels

Assists with negotiating settlement complaints

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Two to four years experience in the procurement of goods and services and understanding of county and state purchasing practices Graduation from an accredited four year college or university with major course work in business or public administration or a related field is generally preferred Experience and education may be substituted for one another

Knowledge Skills and Abilities

Knowledge of purchasing methods and procedures of assigned commodities and products on the open market of supply sources and of the principles of accounting

Ability to evaluate bids to develop methods and procedures for locating supply sources and to maintain a system of record keeping

Registration Certification or Licensure

Work towards certification s as a Certified Professional Public Buyer CPPB

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job

While performing the duties of this job the employee is regularly required to talk or hear The employee frequently is required to stand The employee is occasionally required to walk sit use hands to find handle or feel objects tools or controls reach with hands and arms climb or balance stoop and kneel

The employee must occasionally lift and or move over pounds Specific vision abilities required by this job include close vision depth perception and the ability to adjust focus

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job

The noise level in the work environment is usually moderate

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following

- sitting for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve

- working closely with others

- working in a multi task environment

Maintain effective audio visual discrimination and perception needed for

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations

